

EDITED TASK LISTING

CLASS: RESEARCH ANALYST II (GENERAL)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Independently performs technical research and statistical work within CDCR in order to facilitate understanding of current issues and trends; to assist in decision making at the executive administrative and facilities level, and advise to other governmental/oversight agencies (e g., Governor's Office, State Legislature), using established research methodologies and statistical procedures as directed by managers/administrators.
2.	Collects, compiles, organizes and edits data routinely and responds to inquiries and requests from all other sources to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
3.	Analyzes data routinely and responds to inquiries and requests from governmental, private and academic agencies (e g., Governor's Office, State Legislature) to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
4.	Independently prepares charts and graphs of various complexities and edits for quality and accuracy routinely and responds to inquiries and requests from internal/external sources to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
5.	Prepares data tables (e.g., frequency distributions) and edits for quality and accuracy routinely and responds to inquiries and requests from internal/external sources to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
6.	Interprets findings in preparation of oral and written reports routinely and responds to inquiries and requests from internal/external sources using established research methodologies and statistical procedures as directed by managers and administrators.
7.	Independently prepares oral and written reports routinely and responds to inquiries and requests from internal/external sources as directed by managers and administrators.
8.	Works collaboratively with Counties, Contractors or Vendors on technical research issues within CDCR in order to facilitate understanding of current issues and needs as subject matter experts using established research methodologies and statistical procedures as directed by managers and administrators on an as needed basis.

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Task #	Task
9.	Monitors data systems and procedures for quality and completeness utilizing statistical software (e.g. SAS, SPSS, Access, Excel), routinely and to respond to inquiries and requests from all other sources to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
10.	Conducts literature reviews of prior research findings to inform and produce written reports using established research procedures as directed by managers and administrators as needed.
11.	Leads/assists in design of research methodology and techniques necessary to conduct a major research project or program evaluation and statistical studies (e.g., population projection, recidivism rates, employability, inmate behavior, etc.) of correctional programs and ensure compliance with legislative mandates utilizing various resources (e.g. raw data files, existing data bases, statistical software packages (SAS), literature from scientific community, State laws, Penal Code, Title 15, Departmental Operations Manual (DOM), legislative mandates, etc.) as directed by the Governor's Office, legislature, Department of Corrections and Rehabilitation (CDCR) Director, Policy and Evaluation Division.
12.	Attends training and regional conferences in order to remain up-to-date with scientific methodologies, software applications, and to present findings related to correctional research utilizing membership in professional organizations and the internet, etc. in order to perform essential functions within the Office of Research.
13.	Contributes and aids in decision making in order to produce final research and evaluation reports for dissemination to a wider audience as required